

**County Juvenile Justice Report to the Idaho Department of Juvenile Corrections
Policy & Forms
CFY 2008 to 2009**

The following policy is to streamline financial reporting of Juvenile Corrections Act Funds and tobacco tax funds and create a set of uniform data that can be collected statewide. The following annual reports:

- 1) Program Description - Due Annually on December 1st
- 2) Year end County Juvenile Justice Report – Due Annually on November 15th
- 3) Year end Juvenile Justice Financial Report – Due Annually on December 1st

Program Plan for JCA/Tobacco Tax Allocation

Each county (or consortium of counties) will submit and or update a description of services provided. This report will provide program descriptions with goals and objectives using the format provided. This report will be due by December 1st of each year.

IDJC District Liaison Role

The IDJC District Liaison will work with juvenile judges, county commissioners, county clerks and juvenile administrators to support counties by offering assistance in identifying and creating juvenile programs and answering questions pertaining to the use, and reporting of JCA, lottery and tobacco tax funds. The IDJC Liaison will be responsible for sending program information to the counties for updates annually and in addition collecting reports related to these funds, as well as developing an annual comprehensive report to the State Legislature. IDJC Liaison will report to the Board of County Commissioners and Magistrate Judge the status of these reports by December 15 of each year.

Payment Distribution

The Idaho Department of Juvenile Corrections will forward JCA and tobacco tax funds quarterly to the counties. Payments will be made by approximately July 20th, October 20th, January 20th, and April 20th. Fiscal reconciliation and adjustment, if necessary, will be made at the county fiscal year end. Any JCA Funds not requested for county carryover will revert to the Idaho Department of Juvenile Corrections for the use of applicant counties. In addition these funds are subject to Executive and Legislative adjustments beyond the control of the Idaho Department of Juvenile Corrections.

Year end County Annual Juvenile Justice Report

The annual report will be due by November 15th of each year. The annual report will include data from your probation department as described below. Use attached form “B” for reporting.

The goal of this process is to collect and report uniform data statewide. The following explanation of each reporting criteria will assist in collecting this uniform information.

- 1) This section identifies the juveniles that are being supervised by probation who are participating in a diversion program within the county. If your county does not provide diversion services proceed to section 2. (Reporting Period = County Fiscal Year October 1 to September 30)

1 day snap shot as of September 30th

- a) (1-7) The number of juveniles by race/ethnicity whose petitions has been diverted and are currently participating in a diversion program within the county and being supervised by a county probation department on September 30th. Race/ethnicity of the juveniles is determined by the juvenile.

Annual Reporting from Data collected from October 1st thru September 30th

- b) (1-2) The total number of juveniles who have been placed under a diversion contract by your county during the reporting period, broken out by gender.
- c) (1-5) The age of the juvenile at the point of intake. Point of intake is when the juvenile is placed under a diversion contract and comes under the jurisdiction of probation
- d) (1-2) The total number of juveniles who during the reporting period were discharged successfully or unsuccessfully from their diversion contract.

- 2) This section identifies the juveniles that are being supervised by probation. Types of supervision include formal, informal, interstate compact and courtesy supervision. (Reporting Period = County Fiscal Year October 1 to September 30)

1 day snap shot as of September 30th

- a) (1-7) As of September 30th, the number of juveniles by race/ethnicity who have been placed by the court under your county supervision. In addition include juveniles that you are providing supervision for under interstate compact and courtesy supervision. Do not include juveniles in IDJC custody, or juveniles that have absconded.
- b) The number of juveniles that are being supervised by probation on September 30th, who have a suspended commitment to the Idaho Department of Juvenile Corrections.

Annual Reporting from Data collected from October 1st thru September 30th

- c) (1-2) The total number of juveniles by gender, during the reporting period who have been placed by the court under your county supervision, to include informal and formal supervision. In addition include juveniles you are providing supervision for under interstate compact and courtesy supervision. If the juvenile is currently on probation within your county and the juvenile receives a new adjudication do not include in this count.
- d) (1-5) The age of the juvenile at the point of intake. Point of intake is when the juvenile is placed on probation and comes under the jurisdiction of probation
- e) The number of juveniles supervised by probation during the reporting period, who have a new suspended commitment to the Idaho Department of Juvenile Corrections.
- f) (1-2) The total number of juveniles who during the reporting period were discharged successfully or unsuccessfully from supervised probation, to include successful and time and terminated cases.

- 3) This section identifies the number of petitions, probation violations and orders to show cause filed with the court during the reporting period.
- a) The total number of petitions filed with the court during the reporting period.
 - b) The total number of probations violations filed on juveniles with the court during the reporting period.
 - c) The total number of contempt or show causes order on parents filed with the court during the reporting period.
 - d) (1-3) Crimes listed on the **petition** filed under the “**Juvenile Corrections Act**” with the court during the reporting period. Broken down by felonies, misdemeanors and status offenses. Do not include charges that are not petitioned with the court. If you included Tobacco and Alcohol offences filed as a petition or transferred under the JCA you will need to check the box in 3 (a).
- 4) This section identifies juveniles on probation who have been “**ADJUDICATED**” of a new misdemeanor and or felony within 24 months of being placed under supervision within your county by the court. The cohort (group) includes all juveniles placed on probation or informal supervision in the 2 years prior to the reporting period. (For example,...”all juveniles placed on probation from October 1, 2005 through September 30, 2006 will be the cohort for the reporting period from October 1, 2007 through September 30, 2008). Do not include in your cohort courtesy supervision, interstate compact, or juveniles placed on probation for alcohol and tobacco offenses.

Recidivists include any of these juveniles who are adjudicated of a new misdemeanor or felony within the county during the reporting period (date of recidivist event = date of subsequent adjudication [the court date]). The subsequent adjudication must occur within 730 days of being placed under supervision within your county by the court.

- a) Total number of juveniles who have been “Adjudicated” of a new misdemeanor or felony within 24 months of being placed under supervision in your county prior to the reporting period. Do not include courtesy supervision, interstate compact, or juveniles placed on probation for alcohol and tobacco offenses.

The following sections track accountability and community protection of the juveniles under probation supervision, to include diversion, informal, formal, courtesy and interstate compact supervision:

- 5) This section identifies the annual amount of restitution collected from juveniles for their victims during the reporting period.
- a) The total dollar amount of restitution collected on behalf of victims during the reporting period.
- 6) This section identifies the annual number of juveniles that performed community service and total number of hours completed by the juveniles during the reporting period.
- a) The total number of juveniles that performed community service during the reporting period
 - b) The total number of community service hours that juveniles performed during the reporting period.
- 7) This section identifies the annual number of juveniles that were drug tested by probation to determine if juveniles have used illegal drugs during the reporting period. (Test does not mean assessments)
- a) The total number of drug test administered during the reporting period.
 - b) The total number non duplicated juvenile’s drug tested during the reporting period.

- c) The total number of juveniles identified in section 7. b., which was tested during the reporting period that, had a confirmed positive drug test, which could result in a probation violation filed with the court.

Year end County Juvenile Justice Annual Financial Report

Financial report is due December 1st of each year to the Idaho Department of Juvenile Corrections. JCA, tobacco tax, lottery, county budget and other possible funding streams contained in the budget will be reported, to include the planned and actual expenditures, broken down by personnel costs, operating expenses, and capital outlay. See attached Form “C” for reporting.

Counties can either combine probation and detention expenditures together or separate. Financial information provided in Form C is a minimum, counties can provide greater detail if they wish. Counties that are not identified as the Host County of a multi county owned detention centers would consider their contribution as operation expenses and would include these figures in the appropriate funding categories.

“FORM C”

This form was designed to have the data imputed directly into the excel worksheet and the totals will automatically be calculated for you. The cells with the formula are protected and cannot be changed. Once you have imputed your data, save the file under a different name. You will need to print the form once it is completed for signatures. If you do not have access to excel or need help please contact your District Liaison.

DEFINITIONS

Carryover- Any funding that was not spent during the reporting period.

Cash on Hand as of 09/30/08 - Total cumulative amount of unspent funds on hand at the end of 09/30/08, Carryover may represent more than one-year unspent funds.

County Funds – Funding that the county provides for probation and detention services.

Expended Funds 10/01/08 to 09/30/09 - Amount of funds spent from 10/01/08 to 09/30/09.

Revenues 10/01/08 to 09/30/09 – Funding received during the reporting period, not limited to Juvenile Correction Act, Tobacco and Lottery funds, grants, detention reimbursement, supervision fee’s, and county dollars earmarked for that budget year.

State Funds – Dedicated funding from the State that is distributed to your county to include Juvenile Correction Act, Tobacco Tax and Lottery Funds to be used to support juvenile justice programs and services at the county level. Any unspent funds must be carried over into following budget year, these funds are dedicated by Idaho Code for specific use.

Juvenile Corrections Act - IC 20-504(14) - Funding passed through the Idaho Department of Juvenile Corrections to the county. Funding distribution formula is determined by the county’s portion of 10 to 17 year olds in the State of Idaho and is budget annually by the legislature. Distribution is in quarterly payments. Funds can only be used for juvenile justice programs and services in the county.

Tobacco Tax- IC 63-2552A(3) and IC 63-2506 (1, 2) - Funding is passed through the Idaho Department of Juvenile Corrections. Funding is generated from tax received from tobacco sales and is passed through on a quarterly bases. Because this funding is determined by the sale of tobacco the amounts can change. Distribution is in quarterly payments. Funds can only be used for juvenile justice programs and services in the county.

Lottery Funding – IC 63-2035A, IC 63-3067- Funding is passed directly from the Idaho Lottery to all 44 counties. Because this funding is determined by the Lottery sales the amounts can change. Distribution is in quarterly payments. Funds can only be used for juvenile justice programs and services in the county.

Supplanting - State Funds cannot be used to supplant County Funds. This means State Funds *cannot be used* to replace or shift the use of other funding previously in the county budget. Should the county experience a reduction in local taxes and out of necessity need to reduce the county portion for juvenile services, county will need to reduce the level of services provided to match the reduction in county funding. State Funds cannot take the place of and serve as a substitute for county funds.

Instructions

Section 1					
STATE FUNDS		STATE FUNDS			
FUNDING SOURCE	JUVENILE CORRECTIONS ACT FUND	TOBACCO TAX	LOTTERY		TOTALS
Cash on Hand as of 9/30/08	\$50,000	\$2,500	\$10,000		\$62,500
Revenues 10/1/08 to 09/30/09	\$75,000	\$45,000	\$5,000		\$125,000
Expended 10/1/08 to 09/30/09					
Personnel Costs	\$100,000	\$30,000	\$10,000		\$140,000
Operating Expenses	\$5,000	\$2,500	\$2,000		\$9,500
Capital Outlay	\$5,000	\$0	\$2,500		\$7,500
State Funds Cash on Hand as of 9/30/09	\$15,000	\$15,000	\$500		\$30,500

This section is where you report the amount of State Funds and your Cash on Hand at the end of 09/30/08, revenues and expenses for 10/01/08 to 09/30/09. State Funds must be spent according to Idaho Code. Idaho Code for the Juvenile Corrections Act funding is 20-504 (14). Idaho Code for Tobacco Tax funding is 63-2552A(3) and 63-2506 (1) & (2). Idaho Code for the Lottery funding is 63-2035A and 63-3067. State Funds cannot be used to supplant county funds.

Section 2 COUNTY FUNDS					
FUNDING SOURCE	GENERAL FUND	DETENTION REIMB	SUPERVISION FEES	OTHER REVENUE:	TOTALS
Cash on Hand as of 9/30/08	\$0	\$0	\$0	\$0	\$0
Revenues 10/1/08 to 09/30/09	\$200,000	\$2,000	\$5,000	\$0	\$207,000
Expended 10/1/08 to 09/30/09					
Personnel Costs	\$100,000	\$0	\$0	\$0	\$100,000
Operating Expenses	\$50,000	\$1,500	\$2,500	\$0	\$54,000
Capital Outlay	\$2,500	\$0	\$0	\$0	\$2,500
County Funds Cash on Hand as of 9/30/09	\$47,500	\$500	\$2,500	\$0	\$50,500
All Funds Cash on Hand as of 9/30/09					\$81,000

This section is where you report the amount of County Funds and your Cash on Hand at the end of 09/30/08, revenues and expenses for 10/01/08 to 09/30/09. It is generally understood that county funds resort back to general budget if not expended. Should county commissioners authorize these funds to be carried over into the next year these funds would be reported as Cash on Hand as of 09/30/09 and can be tracked here.

You may use the section of Other Revenue if you have county revenue not address in this spreadsheet, an example could be grants. You may attach an optional narrative explaining Other Revenue since there is not room on the spreadsheet to explain Other Revenue.

All Funds Cash on Hand as of 09/30/09

This is your State Funds on Hand as of 09/30/09 + County Funds on Hand as of 09/30/09.

Section 3 CARRYOVER EXPENDITURE PLAN FOR STATE FUNDING					
FUNDING SOURCE	* JUVENILE CORRECTIONS ACT FUND	TOBACCO TAX	LOTTERY		TOTALS
State Funds Cash on Hand as of 9/30/09	\$15,000	\$15,000	\$500		\$30,500
Personnel Costs	\$10,000	\$12,000	\$0		\$22,000
Operating Expenses	\$2,800	\$0	\$250		\$3,050
Capital Outlay	\$2,200	\$0	\$0		\$2,200
Total Projected Expenditures	\$15,000	\$12,000	\$250		\$27,250
Unallocated Funds	\$0	\$3,000	\$250		\$3,250

State Fund Carryover Projected Expenditures for 10/01/09-09/30/10

The purpose of this section is to input your planned expenses for your State Fund Carryover in County Fiscal Year 10/01/09 to 09/30/10. This section will automatically carry your totals from State Funds on Hand as of

09/30/09 from Section 1. Please remember Juvenile Correction Act Carryover Funds need to be expended by 09/30/10.

Governor Office and Legislators require that IDJC know how the counties are spending state funds. So that IDJC can explain how these funds have been expended and how counties plan on obligating these funds for future uses we have provided sections 3-6 so counties can explain in your own words.

If you do not have any State Fund Carryover you may skip to Section 7.

Section 4 10/1/09 to 09/30/10	JUVENILE CORRECTION ACT FUNDS NARRATIVE
Personnel Costs	Funds will be used for a .5 FTE Probation Officer.
Operating Expenses	Funds will be used for cell phone use and mileage for .5 FTE Probation Officer
Capital Outlay	Funds will be used for purchase of desktop computer and desk for .5 FTE Probation Officer.
Unallocated Carryover Funds	All funds will be expended by 09/30/2008.
Section 5 10/1/09 to 09/30/10	TOBACCO TAX FUNDS NARRATIVE
Personnel Costs	Funds will be used to pay for a .5 FTE Drug and Alcohol Counselor
Operating Expenses	None
Capital Outlay	None
Unallocated Carryover Funds	\$3000.00 will not be expended this fiscal year. Funds will be carried over to the next fiscal year.
Section 6 10/1/09 to 09/30/10	LOTTERY FUNDS NARRATIVE
Personnel Costs	None
Operating Expenses	Purchase program supplies for Meth education
Capital Outlay	None
Unallocated Carryover Funds	\$250 will not be expended this fiscal year. Funds will be carried over to the next fiscal year.

Sections 4, 5, & 6 are where you explain how you plan to spend your carryover funds budgeted in Section 3. You may attach an additional narrative if you do not have enough room in this section. **If your plan changes after you submit this plan is approved you will need to submit a revised plan to you District Liaison using this form.**

Section 7		SIGNATURE OF CERTIFICATION	
I HEREBY CERTIFY that this report represents actual receipts and expenditures of funds for the period covered by this report. I understand Juvenile Corrections Act (JCA), Tobacco Tax, and Lottery funds cannot be used to replace local funds or increase the amount of such funds that would, in the absence of this allotment, be made available for juvenile justice activities. I understand any remaining JCA Funds, Tobacco Tax and or Lottery Funds must be carried over and reported in the following county fiscal year.			
COUNTY CLERK	_____	DATE:	_____
	Typed Name		

This section is where the County Clerk certifies the fiscal information provided in this report. *Please typed the County Clerks name where it says Typed Name, before it is signed.* Signatures can be difficult to read and we need to know who signed the report.

Section 8		REVIEWER'S SIGNATURES	
COUNTY COMMISSIONER CHAIR	_____	DATE:	_____
	Typed Name		
MAGISTRATE JUDGE	_____	DATE:	_____
	Typed Name		
JUVENILE JUSTICE DIRECTOR	_____	DATE:	_____
	Typed Name		

This section is where the County Commissioner Chair, Magistrate Judge and Juvenile Justice Director sign certifying they have reviewed the completed reporting form. *Please typed the names where is says Typed Name before it is signed.* Signatures can be difficult to read and we need to know who signed the report.

Section 9		IDJC REVIEWER'S SIGNATURE	
	_____	DATE:	_____
DISTRICT LIAISON	Printed Name		

This section is where the District Liaison will sign that the form is complete and will forward it to director Callicutt for his signature. *Please typed the names where is says Typed Name before it is signed.*

*Section 10		JUVENILE CORRECTION ACT RETENTION APPROVAL	
Approved Juvenile Correction Act Funds must be expended by 09/30/09			
DIRECTOR SHARON HARRIGFELD	_____	DATE:	_____

This section is where the Director Callicutt will authorize the retention of Juvenile Correction Act carryover funds.

Audit Requirements

The Idaho Department of Juvenile Corrections will not regulate or normally audit expenditures of county programs; however, all expenditures shall be for appropriate juvenile justice uses or may be subject to repayment to the Idaho Department of Juvenile Corrections. Further any audits shall comply with requirements of Idaho law.

Retention of Funds

County governments may carry over Juvenile Correction Act funds from one county fiscal year to the next if requested by the County Clerk and Juvenile Justice Program Director. Prior to submitting the request you will need to gain authorization from the Board of County Commissioners and the Magistrate Judge in the County. Final approval for retention of these funds rest with the Director of the Idaho Department of Juvenile Corrections, and will need to be expended within the next county fiscal year. Such funds will be held by the counties and not by the Idaho Department of Juvenile Corrections. Complete the second page of Form C and submit to the Idaho Department of Juvenile Corrections for approval. To be considered for approval the request needs to be submitted no later then December 1st.